Shely Filing Equip. 2 July 62

ATTN : SPA-DD/S

CLA Records Administration Officer

Secure Areas in Quarters Eye Building

- 1. In compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Buildings, this office has reviewed the attached request for establishing secure areas in 1601-1607; 1602-1614 and 1801-1809 Quarters Eye.
- 2. A physical review of these areas was made and in all instances where the move will affect present records management practices the proposed changes should improve efficiency and record keeping operations.
- 3. Two of these offices are presently in secured areas and are using either steel shelving or five (5) drawer file cabinets. The third area is not presently secured and the move will result in the substitution of three (3) file cabinets for three (3) combination locked safes.

4	î.	I recomm	end the	t this	request	for	securing	these	three
areas	in	Quarters	Mye be	appro	red.		_	j	

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Distribution:

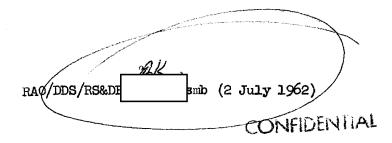
Orig - addressee

1 - Office of Security

1 - Office of Logistics

1 - RMS File Copy

1 - SPA-DD/S



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OFFICIAL ROUTING SLIP TO NAME AND ADDRESS INITIALS DATE Office of Security Office of Logistic SEPA-DD/S ACTION APPROVAL COMMENT CONCURRENCE The attached is in conformity with memo for DD/S to: Acting Director of Logistics, Director of Security, Chief, Records Management, Subject Requests for Secure Areas in the Headquarters Building, dated 7 June 1962.	2	NAME AND	ADDRESS		
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]	milding, dated	1 7 June 1962.	·	
FOLD HERE TO RETURN TO SENDER		milding, dated	1 7 June 1962.	TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO. DA		FOLD	HERE TO RETURN	NE NO.	DATE July

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FORM NO. 237 Replaces Form 30-4 which may be used.

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